

NOTICE REGARDING RESUMPTION OF MATTERS IN CRIM A CIRCUIT DIVISION

Commencing May 18, 2020, the Court intends to resume its regular docket scheduling in a modified fashion to comply with all Supreme Court and 16th Circuit Administrative Orders, and those of local city and county authorities regarding the COVID-19 virus. Cases will be assigned to specific times for each docket depending on the nature of the appearance (WebEx, telephone, or in-person). In general, the schedule is as follows:

MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
AM: Special Settings	AM: Plea Hearings (Specially Set)	AM: Orders of Protection	AM: Probation Violations	AM: Special Settings
PM: Arraignments	1:30 PM: Pop Docket PM: Settlement Conferences to follow	1:30 PM: Pop Docket PM: Special Settings to follow	1:30 PM: Pop Docket PM: Bond Review to follow	1:30 PM: Pop Docket

Please note: Although in-person proceedings are permitted, these are to be minimized and the Court has been directed to “utilize all available technologies – including teleconferencing and video conferencing – to conduct court activities remotely in order to limit the number of in-person proceedings conducted in courthouses.” *Supreme Court Operational Directive dated May 4, 2020.*

It is strongly encouraged that appearances be made by WebEx videoconferencing or telephone conferencing for social distancing and Courtroom capacity reasons.

Given that in-custody defendants will appear via WebEx, Division 7 will continue to make available, and encourages the use of, the option for counsel and parties to participate through WebEx so that in-custody defendants may see and hear all participants. If connectivity issues inhibit the use of WebEx for any attorney or party, teleconferencing is available. If you will be participating by telephone or WebEx, please contact Division 7 at least two (2) business days in advance of the scheduled docket at div7.cir16@courts.mo.gov to ensure your appearance is scheduled accordingly. To facilitate the logistics of video conferencing and/or teleconferencing, priority will be given to these settings. *Recording of any video or telephone conference is strictly prohibited unless authorized by order of this Court.*

If you want to participate by videoconference through **WEBEX**, you will need to have access to reliable **INTERNET**, and a device (laptop/computer or cell phone) with **AUDIO** and **VIDEO** capabilities. Please follow the attached instructions to join the hearing by WebEx.

To participate by **TELEPHONE**, you must **CALL IN** using the following **TOLL FREE NUMBER: 888-273-3658** and then follow the prompts to enter the **ACCESS CODE: 5563550**. It is best to start calling in about 5 minutes before the docket is set to start. You will be placed on hold until the Court, as the Host, joins the conference call. You will remain on the line as the Court calls each case. If you are disconnected for any reason, you will need to call in again. **You will need to MUTE your phone while you wait for your case to be called, and then UNMUTE your phone when it is your turn for your case to be heard.** The Court has many cases to call on each docket, so please be available to stay on the phone for at least an hour after the docket starts. After your case has been called, you can hang up your phone to disconnect from the conference call.

If you would like to appear **IN PERSON**, please plan to arrive at the Courthouse at least **30 minutes** before your hearing is set to begin to give you sufficient time to get to the Courtroom. Please bring your own **MASK**, because masks are **REQUIRED** to enter the Courthouse. Only counsel and named defendants will be allowed into the Courtroom. Should a victim wish to participate in person, the State must notify the Court, and the Defendant’s Counsel as soon as possible. All individuals will be required to follow social distancing requirements by maintaining a six foot distance between themselves and any other individual. Individuals who are not following social distancing requirements may be removed from the Courtroom.

/s/ S. Margene Burnett

Judge, Division 7
May 12, 2020

General Information

This Court is now using Cisco's WebEx platform to host its dockets. Each person will need to log into Judge Burnett's "Personal Room" on WebEx to join the docket. Parties will be able to access the personal room by computer or cell phone app. It is very helpful to have a strong Internet or Wi-Fi connection to improve your access to the personal room. All individuals are instructed to access the personal room at least 5-10 minutes before the scheduled hearing as the Court will start calling cases promptly at the scheduled hearing time. Instructions on how to access the personal room are below. The Court will be hearing multiple cases, so please expect to wait several minutes until your case is called. Please mute your microphone while waiting for your case to be called. When you are admitted into the personal room, each participant will be able to participate in the hearing and see all other participants.

It is also possible to connect to the Court's personal room by dialing in via a cell phone or landline. However, it is a long distance phone call, and fees do apply. As a result, the Court prefers not to use this option. If after reading these instructions you would prefer to participate in your hearing via telephone call, please inform Division 7 staff. Please contact Division 7 at 816-881-3607 or div7.cir16@courts.mo.gov if you have any questions.

Connecting to Judge Burnett's Personal Room

There two different ways to access Judge Burnett's Personal Room: (A) mobile app or (B) computer. Please review each method before determining which works best for you.

(A) Mobile App

(B) Computer

1. Download the free "Cisco WebEx Meetings" app from your app store. Open the app once it is downloaded.
2. Click on green button that says "Join Meeting".
3. Fill in "<https://meetingsamer8.webex.com/meet/margene.burnett>" in the "Meeting Number or URL" space. Fill in the next spaces with your personal information. Please use your full name so the Court can identify you. Click enter.
4. Allow the app to have access to your microphone and camera when prompted.
5. The next page will take you to Judge Burnett's "Personal Room" Mute your microphone by clicking the microphone icon until it is red. Click "Join Meeting."
6. After joining, you may be taken to the waiting room. You will be invited by Judge Burnett to the hearing when it is time for your matter to be heard.

Using the mobile app to connect to the hearing does require connection to the Internet. It is not clear how much data will be used while waiting and throughout the hearing.

1. Enter <https://meetingsamer8.webex.com/meet/margene.burnett> in your browser's address bar.
2. You will be asked to enter your name and email address. It is important to include your full name so the Court can identify you when your case is called. Click "Join Meeting."
3. Next you will be prompted in some form to download the WebEx program. Download the program.
4. Once the program is finished downloading, a new window should open. Make sure the round icon that looks like a microphone is red and the one that looks like a camera is green. If one of the features is not available, it will appear gray. Click "Join Meeting."
5. After joining, you may be taken to the waiting room. You will be invited into the video hearing by Judge Burnett when your case is called.